

# FEES

**Photocopies:**

\$.15 a page (after 9 pages)

**Scanned Copies:**

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**\*Ask about fees for Photos**

## KC Sheriff's Office Contract Partners

Town of Beaux Arts  
City of Burien  
City of Carnation  
City of Covington  
City of Kenmore  
City of Maple Valley  
Muckleshoot Indian Tribe  
City of Newcastle  
City of Sammamish  
City of SeaTac  
City of Shoreline  
Town of Skykomish  
City of Woodinville

If you don't live in unincorporated King County and your city isn't listed, you may visit the following to find out what agency you need to contact for records requests:

<http://gismaps.kingcounty.gov/parcelviewer2/>

## Records Requests Quick Reference

**Traffic Collision Reports**

*(stand-alone accident reports)*

Request reports at:

[www.wsp.wa.gov/publications/collision.htm](http://www.wsp.wa.gov/publications/collision.htm)

WSP Technical Help:

Phone: 360-570-2355

Email: [collisionrecords@wsp.wa.gov](mailto:collisionrecords@wsp.wa.gov)

**King County Sheriff Records**

*(Incident Report, Statements, 911 calls, etc.)*

Phone: 206-263-2626

Email: [kcsorecs@kingcounty.gov](mailto:kcsorecs@kingcounty.gov)

[www.kingcounty.gov/sheriff](http://www.kingcounty.gov/sheriff)

**Questions?**

Contact the Public Disclosure Unit

Phone: 206-263-2103

Email: [KCSODisclosure@kingcounty.gov](mailto:KCSODisclosure@kingcounty.gov)

**Public Records Officer: Kimberly Petty**

Brochure Update: 06/13/2014

# Public Records Requests



## **Responding to Records Requests**

Within **five (5)** business days (excluding holidays) after receiving your request, we will:

- Provide the record(s); **OR**
- Acknowledge your request and give you a reasonable estimate of how long it will take to respond; **OR**
- Deny the request in writing, stating the reasons for the denial (this could also include a denial of part of your request and a granting of the remainder).

Once the records have been collected, we will notify you of any copying charges. Any records or portion of records that are exempt from disclosure will be withheld or redacted. We will specify the exemption that applies to anything withheld or redacted.

## **Requesting ACCIDENT Reports**

If you were involved in an accident you may request the Traffic Collision Report from the Washington State Patrol at:

[www.wsp.wa.gov/publications/collision.htm](http://www.wsp.wa.gov/publications/collision.htm)

Questions? Contact WSP at:

Phone: 360-570-2355

Email: [collisionrecords@wsp.wa.gov](mailto:collisionrecords@wsp.wa.gov)

If you are seeking investigative records—or any other case related documents (incident report, statements, 911 calls, photos, etc.) you may make your request online at: [www.kingcounty.gov/sheriff](http://www.kingcounty.gov/sheriff)

## **Inspecting Records**

In addition to records being made available as copies, you may elect to inspect a record at *no charge*. The public disclosure process applies whether the records request is for copies or inspection.

## **Locations & Times**

The best way to make a records request 24 hours a day, 7 days a week, is on our website: [www.kingcounty.gov/sheriff](http://www.kingcounty.gov/sheriff)

Otherwise, records requests to the Records and Public Disclosure Units are also accepted in writing, by calling, via fax or asking for the records in person using the request form. Please be sure you submit a detailed description of your request.

King County Sheriff's Office  
ATTN: **Records Unit**  
King County Courthouse  
516 3rd Avenue, Room W-150  
Seattle, WA 98104  
[KCSORecs@kingcounty.gov](mailto:KCSORecs@kingcounty.gov)

Phone: 206-263-2626  
Fax: 206-205-8286  
Hours: 8:30 AM – 4:30 PM  
Closed weekends & holidays